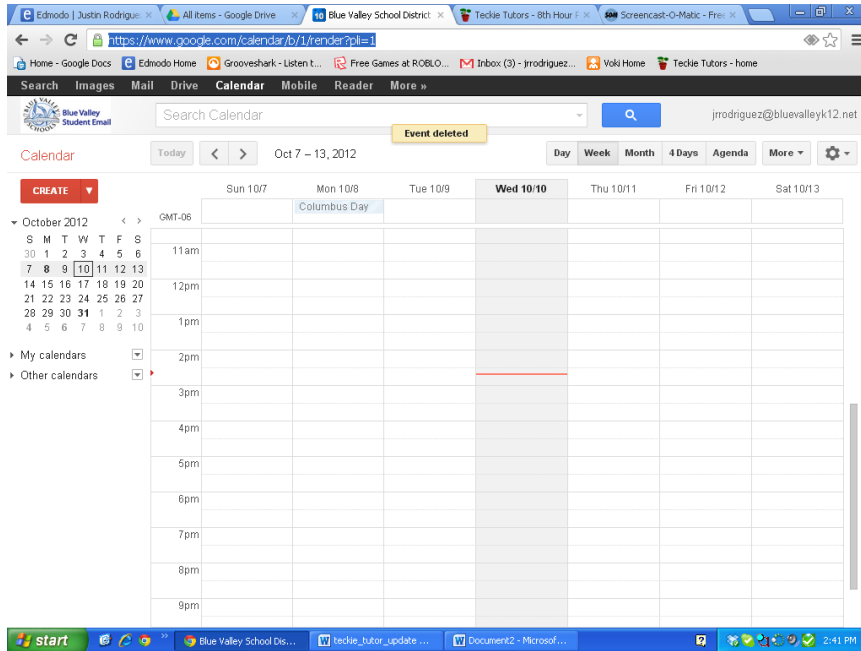
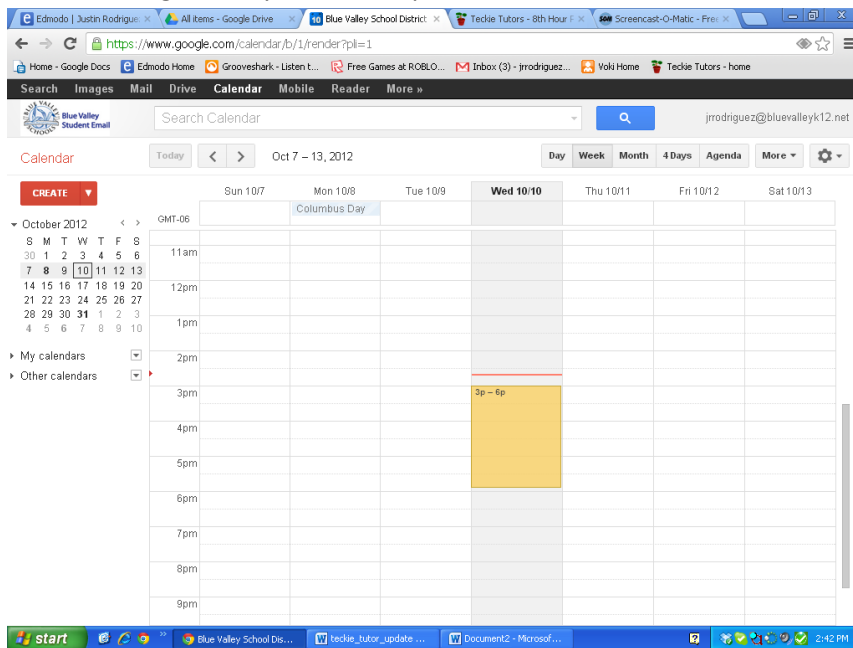


How to make and delete a task on Google Calendars

1. If you want to add a task, go to Google calendars



2. Click and drag where you want to put a task at



3. Then a box will pop up saying what do you want it to be

The screenshot shows a Google Calendar interface in a web browser. The browser's address bar displays the URL <https://www.google.com/calendar/b/1/render?pli=1>. The page header includes the Google logo, search bar, and navigation links. The calendar view is set to 'Week' for the dates Oct 7 - 13, 2012. A red 'CREATE' button is visible in the top left. On the left sidebar, there is a calendar for October 2012 and a list of calendars. The main calendar grid shows a yellow event block on Wednesday, October 10, from 3pm to 6pm. A blue circle highlights a pop-up window titled 'Event | Appointment slots'. The pop-up contains the following text: 'When: Wed, October 10, 3pm - 6pm', 'What: ' (with an empty text box), and 'e.g., Breakfast at Tiffany's'. At the bottom of the pop-up are two buttons: 'Create event' and 'Edit event »'. The Windows taskbar at the bottom shows the 'start' button and several open applications, including 'Blue Valley School Dis...', 'teckie_tutor_update ...', and 'Document2 - Microsof...'. The system clock in the bottom right corner shows '2:43 PM'.

4. When you do press done and it will add it to your calendar

The screenshot shows a web browser window with multiple tabs open, including Edmodo, Google Drive, Blue Valley School District, Teckie Tutors, and Screencast-O-Matic. The active tab is Google Calendar, displaying a calendar for October 7-13, 2012. A yellow notification bar at the top of the calendar interface states: "Added play rehearsal on Wed Oct 10, 2012 at 3pm. [Undo](#)". The calendar grid shows a yellow event block for "3p - 6p play rehearsal" on Wednesday, October 10, from 3pm to 6pm. The left sidebar includes a "CREATE" button, a calendar for October 2012, and sections for "My calendars" and "Other calendars". The Windows taskbar at the bottom shows the Start button and several open applications, with the system clock indicating 2:45 PM.

5. If you want to delete a task click the task and click delete

The screenshot shows a web browser window with multiple tabs open, including Edmodo, Google Drive, Blue Valley School District, Teckie Tutors, and Screencast-O-Matic. The address bar shows the URL <https://www.google.com/calendar/b/1/render?pli=1>. The browser's search bar contains "Search Calendar" and the user's email address is jrodriguez@bluevalleyk12.net.

The Google Calendar interface is displayed, showing the week of October 7-13, 2012. The calendar is set to GMT-06. A red "CREATE" button is visible in the top left. On the left sidebar, there is a calendar for October 2012 and a list of calendars under "My calendars" and "Other calendars".

The main calendar grid shows a yellow event titled "play rehearsal" on Wednesday, October 10, 2012, from 3pm to 6pm. A pop-up window for this event is open, showing the event title, date, and time. The "Delete" button is circled in blue, and the "Edit event" link is visible.

The Windows taskbar at the bottom shows the Start button and several open applications: Blue Valley School Dis..., teckie_tutor_update..., and Document2 - Microsof... The system clock shows 2:45 PM.